

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

3450.31

1/6/89

SUBJ: NATIONAL AIRCRAFT CERTIFICATION OFFICE OF THE YEAR AWARD

1. PURPOSE. This order establishes the schedule and provides information concerning the eligibility, nomination, and selection procedures for the National Aircraft Certification Office of the Year Award.
2. DISTRIBUTION. This order is distributed to branch level in the Offices of Aircraft Certification Service and Program and Resources Management; to the section level in all regional Aircraft Certification Directorates; to all Aircraft Certification Offices, and Manufacturing Inspection District/Satellite Offices.
3. DESCRIPTION. The National Aircraft Certification Office of the Year Award is one part of the overall Regulatory Standards and Compliance (formerly Aviation Standards) Awards Program established by Order 3450.26, National Aviation Standards Awards Program, dated September 23, 1983. The award is presented annually to the best qualified office based on performance during the preceding fiscal year and consists of a plaque and certificate which remain in the possession of the winning office.
4. ELIGIBILITY. Organizational elements eligible for the award include: all Washington Headquarters and Directorate offices at the branch level and above; all Aircraft Certification Offices; all Manufacturing Inspection District Offices, and the Brussel's Aircraft Certification Office.
5. NOMINATIONS.
 - a. Each Aircraft Certification Management Team (ACMT) member may nominate no more than one office for the national award competition based on performance during the preceding fiscal year (October 1 through September 30) using the criteria specified in paragraph 6.
 - b. Nominations will be made by a letter from the Director of the Aircraft Certification Directorate to the Director, Aircraft Certification Service, AIR-1, and must be submitted by November 1 of each year. The letter shall provide the following information:
 - (1) A brief statement summarizing the principal accomplishments on which the nomination is based.
 - (2) A detailed statement indicating how performance met or exceeded the criteria specified in paragraph 6.

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(3) Any supporting material that is directly related to the nomination and essential to understand fully the accomplishments set forth in the detailed statement.

6. SELECTION CRITERIA.

a. Selection will be based on overall performance with particular emphasis on contributions to aviation safety. The office must have sustained a level of performance reflecting satisfactory quality and productivity in all work program elements during the award period.

b. In addition, the office must have achieved one or more of the following:

(1) Actions or services that contribute significantly to the successful accomplishment of aircraft certification work programs.

(2) Technical support to Air Carrier, General Aviation, and Flight Standards District Offices in accomplishment of airworthiness programs (e.g., resolution of service difficulties, engineering support for field approvals, etc.).

(3) Innovations or improvements in service to the public or other government agencies in support of aircraft certification programs.

(4) Work quality significantly above average.

(5) Increased productivity, efficiency, or economy of operations.

(6) Positive efforts in support of the Equal Employment Opportunity Program.

(7) Positive initiatives in support of the FAA's human relations policy.

7. SELECTION.

a. The ACMT members will handle the selection. The ACMT members are the Director, Aircraft Certification Service, AIR-1; Deputy Director, Aircraft Certification Service, AIR-2; Assistant Director of Aircraft Certification Service, AIR-3; Manager, Aircraft Engineering Division, AIR-100; Manager, Aircraft Manufacturing Division, AIR-200; Manager, Planning and Program Management Division, AIR-500; all managers of the Aircraft Certification Directorates, ANE-100; ACE-100; ASW-100; and ANM-100.

b. The Director, Aircraft Certification Service will announce the award winner after the selection is made by the ACMT members.



Thomas E. Mc Sweeny, Acting

Director, Aircraft Certification Service

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